

**Terms of Reference for Consultancy Assignment on Editing of Modules/Guidelines/tools and methodologies on Mainstreaming DRR in different sectors-prepared by NIDM under the GoI-UNDP Disaster Risk Reduction Programme**

**Introduction**

The National Institute of Disaster Management constituted under the Disaster Management Act 2005 has been entrusted with the nodal national responsibility for human resource development, capacity building, training, research, documentation and policy advocacy in the field of disaster management. The Institute has developed following Modules/Guidelines/tools and methodologies under GoI-UNDP Disaster Risk Reduction Programme after extensive consultations:-

<b>S.No.</b>	<b>Name</b>	<b>Pages</b>
1	Training Module on mainstreaming DRR in Development Planning.	110
2	Training Module on mainstreaming DRR in Housing Sector	178
3	Guidelines & Tools for mainstreaming DRR in Environment Sector	103
4	Training Module on mainstreaming DRR in Health Sector	165
5	Training Module on mainstreaming DRR in Urban Planning	145
6	Training Manual on Long Term Recovery & Reconstruction Strategies	175

**Objective**

The objective of this Assignment is to edit the Modules/Guidelines/tools and methodologies in terms of grammar, style and content.

**Scope of the Assignment**

The Editor will be responsible for the following tasks:

1. To compile a list of acronyms used in the documents.
2. To ensure correctness in terms of grammar and spelling etc.
3. To ensure consistency in design, a uniform font/format in the documents.

4. To ensure the quality of texts (structure, coherence of content, syntax, style, presentation) by editing and proofreading of the Modules/Guidelines/tools and methodologies.
5. To ensure consistency in flow of language and terminology used in the Modules/Guidelines/tools and methodologies.
6. To check for repetition and shortening of the Modules/Guidelines/tools and methodologies.
7. To edit the presentation style of the Modules/Guidelines/tools and methodologies and the appropriateness for users of the document.
8. To ensure that the text of the Modules/Guidelines/tools and methodologies is presented in a manner that is correct, effective and easy to read without compromising the information.
9. To ensure the linguistic quality and typographic presentation of the Modules/Guidelines/tools and methodologies
10. To ensure the consistency of language throughout the document.
11. To develop abstracts and summary information as required.
12. To produce Modules/Guidelines/tools and methodologies to reflect quality and standards.

## **Methodology**

1. Revise Modules/Guidelines/tools and methodologies as per this ToR
2. Submit Draft edited Document for comments/views/feedback of NIDM
3. Incorporate feedback of NIDM and submit the Final Documents.

## **IV. Timeline**

The Outcome/Deliverables are to be submitted as per the following timeline, with numbered weeks initiated on the day of contract award.

- a) End of Week 2: Comprehensive review and editing of Draft Document and submission of Draft Edited Document to NIDM for comments/views
- b) End of Week 4 : MHA / NIDM reviews and provide feedback and comments to Consultant on Draft Document
- c) End of Week 6 : Incorporation of feedback from NIDM/ in the Draft and submission of Final draft Document for approval of MHA/NDMA/UNDP

## **VI. Schedule of Payment**

The payment shall be released in the following manner:

- a) 50% on submission of Draft edited version of the Document to NIDM for comments/views.
- b) 50 % on submission of Final Draft incorporating comments/views of NIDM and its approval by MHA/NDMA/UNDP .

## **VII. Submission of Proposal**

Financial proposals may be submitted in sealed cover by Professionals, Agencies, Consultants and Institutions for the said consultancy assignment in respect of one or more Modules/Guidelines/tools and methodologies. Lump sum (inclusive of taxes) should be quoted separately for each Modules/Guidelines/tools and methodologies under the assignment.

The Financial proposal should be submitted in separate sealed covers clearly superscribing **“Proposals for editing of Modules/Guidelines/tools and methodologies (Name of the Modules/Guidelines/tools and methodologies)”** latest by **17 May, 2013** by 1400 hrs to:

**The Executive Director**

National Institute of Disaster Management

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